



Department of ADMINISTRATIVE SERVICES Job Postings



Department of Mental Health and Addiction Services Nurse Clinician – CM PN 26565

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Position Location: 34 Park Street, New Haven, CT 06519
Program/Unit: Department of Nursing – Inpatient Unit
Shift/Schedule/Hours: 1st Shift / 35 hours per week – Monday through Friday, 8:30am to 4:00pm
Salary: \$66,978.00 to \$90,329.00
Closing Date: Sunday, January 31, 2016

Duties may include but not limited to: The Nurse Clinician will Screen and coordinate all referrals for inpatient hospitalization at CMHC, in collaboration with DMHAS Central Admissions Office, the CMHC Director of Clinical Operations, the Medical Director, and Inpatient Leadership staff. Maintain CMHC and DMHAS policies and procedures related to admissions screening. Act as central liaison to local emergency departments, medical hospitals, crisis centers and community agencies; providing telephone screening of referrals, to determine eligibility for hospitalization. Will attend clinical rounds in the YNHH-Crisis Intervention Unit (CIU), and at other local emergency departments as needed, in order to provide on-site screening of individuals referred to inpatient unit and or the transitional living program at CMHC. Will Represent CMHC at quarterly meetings with Yale Psychiatric Hospital (YPH) which focus on the flow of patients between CMHC, the YNHH-CIU, and YPH. Will Verify entitlements and obtain ABH pre-authorization as needed to facilitate eligibility decisions. Request and review referral documentation required to determine clinical justification for inpatient admission, including the legal documents needed to facilitate the admission process. Maintain computer-based DMHAS reports in WITS or other computer based program, to facilitate tracking of all referrals for hospitalization and to generate an accurate wait list. Manage facility wait list for inpatient beds, serving as liaison to DMHAS Central Admissions Office. Update and maintain information regarding the clinical status of wait-listed individuals through daily contact with referral sources, and collaborate with DMHAS Central Admissions Office in the prioritization of admissions to the CMHC Inpatient Unit, through daily review and report of CMHC bed availability and wait list. Will provide community based assessment of patients wait listed and/or in local emergency rooms or other hospitals to determine level of care. Coordinate the admission of wait list individuals to the CMHC Inpatient Unit, in collaboration with unit leadership and nursing staff. Facilitate continuity of care and initial treatment planning by assuring availability of relevant referral information and clinical history at the time of an individual's admission to the unit. Monitor flow of patients through the CMHC Inpatient and Transitional Living Program, in collaboration with senior Clinical Leadership staff. Attend morning report on the Inpatient Unit on a daily basis to track patient census, anticipated discharges and bed availability. Attend weekly meeting of Inpatient and Transitional Living Program leadership staff, in collaboration with the Directors of Clinical Operations and Residential Services, to monitor progress towards discharge planning. Prepare weekly documents regarding lengths of stay for patients on the CMHC Inpatient Unit, to facilitate reporting to the State-wide utilization management group. Attend weekly Clinical Coordinators meeting to monitor patient acuity and risk issues throughout all of the CMHC Ambulatory and Inpatient treatment programs, including acuity and risk issues of individuals on the inpatient wait list. Participate in other committees, work groups and/or projects as assigned. Must have excellent interpersonal skills; demonstrating the ability to develop positive relationships within the agency and with community providers. Must demonstrate flexibility, creatively, energy, and a commitment to recovery oriented care. Must be very organized. Must demonstrate good writing and verbal skill. Must have extensive computer skills. Must possess considerable experience working in an adult behavioral health setting. The successful candidate must also demonstrate knowledge of cultural and gender issues that impact on mental illness and influence clients response to treatment.

General Experience: Four (4) years of experience as a professional nurse.

Special Experience: Two (2) years of the General Experience must have been in a psychiatric setting in supervised individual, group and/or family therapy.

Substitutions Allowed: 1. A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience. 2. Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

Special Requirement: Must possess, retain, and carry valid Connecticut Driver's License. Travel in the community is required. Incumbents in this class must possess and retain a current license or temporary permit to practice professional nursing in Connecticut. Within the Department of Mental Health and Addiction Services, incumbents in this class who write medications must have a current license as an Advanced Practice Registered Nurse issued by the Department of Health.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status or candidates who possess the general and special experience and training may apply.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions:

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

1. DMHAS employees who are lateral transfer candidates (example: Nurse applying to a Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
2. DMHAS employees who are promotional/demotional candidates must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. All other applicants must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

E-MAIL ADDRESS: CMHCRECRUITMENT@ct.gov ~FAX # 203-974-7637
DMHAS – Connecticut Mental Health Center
Office of Human Resources Attn: Recruitment
34 Park Street, New Haven, CT 06519

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at <http://www.ct.gov/dmhas/cwp/view.asp?a=2904&q=420408>

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER - The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. (P-1)